

**STAFFORD COUNTY SCHOOL BOARD**  
**Agenda Consideration**

**TOPIC:** Authorization of Signatures in  
Absence of Superintendent

**ITEM NO. 3I**

**PREPARED BY:** Jean S. Murray,  
Superintendent

**MEETING:** July 13, 2004

**ACTION DATE:** July 13, 2004

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**ACTION REQUESTED BY THE SUPERINTENDENT:** That the School Board authorize Andrea Bengier, Charles Woodruff, and Andre Nougaret to sign Virginia Department of Education reports, documents, requisitions, and other official correspondence for each of their areas of responsibility, in the absence of the Division Superintendent, for a period commencing July 1, 2004, and ending June 30, 2005.

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**KEY POINTS:**

This authorization has been given in the past to one Assistant Superintendent. I am requesting that this authorization be expanded to include all Assistant Superintendents and their respective areas of responsibility.

**SCHOOL BOARD GOAL:**

**FUNDING SOURCE:** NA

**AUTHORIZATION REFERENCE:** State Superintendent's Administrative Memo No. 29 dated June 25, 2004

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
P. O. BOX 2120  
RICHMOND, VIRGINIA 23218-2120

SUPTS. MEMO. NO. 029  
June 25, 2004

ADMINISTRATIVE

TO: Division Superintendents

FROM: Jo Lynne DeMary  
Superintendent of Public Instruction

SUBJECT: Authorization of Signatures in Absence of Division  
Superintendent - Fiscal Year 2005  
Due: July 30, 2004

Situations may occur when the division superintendent is out of the office at a time when his or her signature is needed on Department of Education documents. On such occasions, persons other than the division superintendent may be authorized by the local school board to sign department documents. The Department of Education must be notified of such board action and the authorized signature must be on file in the department before we will process requests for reimbursements or other official actions that would normally require the division superintendent's signature.

Please complete the form contained in Attachment A to establish signature authorization for fiscal year 2005 (July 1, 2004, through June 30, 2005) and mail it to the Department of Education by July 30, 2004, at the following address:

Virginia Department of Education  
Budget Office  
P.O. Box 2120  
Richmond, Virginia 23218-2120

If the division superintendent is the only person authorized to sign Department of Education documents, please return the form signed by the division superintendent marked "none authorized."

For further information, please contact Mrs. Leigh H. Williams, senior budget analyst, at (804) 225-2025.

JLD/lw

Attachment

<http://www.pen.k12.va.us/VDOE/suptsmemos/2004/adm029a.pdf>

SCHOOL DIVISION NAME AND DIVISION CODE

## VIRGINIA DEPARTMENT OF EDUCATION

## AUTHORIZATION OF SIGNATURES IN ABSENCE OF DIVISION SUPERINTENDENT

Fiscal Year 2005

The School Board of the County, City, or Town of \_\_\_\_\_  
at a meeting held on \_\_\_\_\_ by duly recorded vote  
approved and authorized the person(s) listed below to sign all  
Virginia Department of Education reports, documents, requisitions,  
and other official correspondence in the absence of the Division  
Superintendent for the period indicated below.

\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Please Type Name\_\_\_\_\_  
Please Type Title\_\_\_\_\_  
to\_\_\_\_\_  
Period of Signature\_\_\_\_\_  
Authorization in FY 2005\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Please Type Name\_\_\_\_\_  
Please Type Title\_\_\_\_\_  
to\_\_\_\_\_  
Period of Signature\_\_\_\_\_  
Authorization in FY 2005\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Please Type Name\_\_\_\_\_  
Please Type Title\_\_\_\_\_  
to\_\_\_\_\_  
Period of Signature\_\_\_\_\_  
Authorization in FY 2005\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Please Type Name\_\_\_\_\_  
Please Type Title\_\_\_\_\_  
to\_\_\_\_\_  
Period of Signature\_\_\_\_\_  
Authorization in FY 2005

This is to certify that the above action was approved and incorporated in the minutes of said School Board on the aforementioned date.

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DATE

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SIGNATURE OF DIVISION SUPERINTENDENT

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PLEASE TYPE NAME

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DATE

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SIGNATURE OF SCHOOL BOARD CHAIRMAN

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PLEASE TYPE NAME

Please return by July 30, 2004, to: Mrs. Leigh H. Williams  
Senior Budget Analyst  
Virginia Department of Education  
P. O. Box 2120  
Richmond, VA 23218-2120